

# Kronos InTouch Terminal for Warehouse

## Terminal Overview

Indicator Lights      Biometric (Finger) Scanner      Proximity Reader



- GREEN** indicates a successful transaction
- RED** indicates an unsuccessful transaction
- YELLOW** indicates the terminal is receiving power

## Using the Soft Keys

The InTouch clock displays your related tasks. To use a soft key, do the following:

- 1** On the screen, touch the applicable soft key. Regardless of the soft key, you are prompted to enter your finger/badge number before proceeding.
- 2** Follow the instructions when prompted. To accept information, touch **Enter**.



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## Warehouse Clock – Employee Mode

Employees will record punches and transactions while the terminal is in **Employee Mode**. The following transactions can be recorded in **Employee Mode**.

- Place a finger on the finger scanner to record in or out punches for the shift or for a meal.
- Use the **Labor Transfer** softkey to record a transfer punch.
- Use the **Punch Status** softkey to view information about the most recent punch recorded.
- Use the **Review Punches** softkey to view all punches recorded at that terminal in the last 12 hours.
- Use the **Approve Timecard** softkey to approve an employee's own timecard.



Type of Punch	Records	How it Works
Simple Punch	Punch In / Out	Place your finger directly on the Biometric Scanner.
Transfer Punch	Transfer Punch In	Touch Soft Key: Labor Transfers, then place the finger.

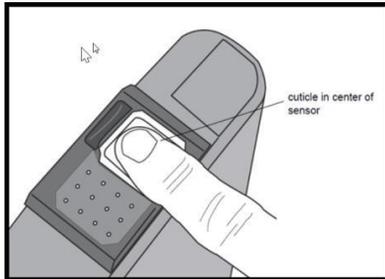


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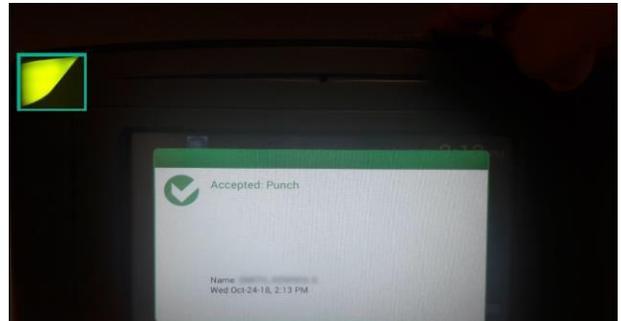
## Employee Punches - Recording Punches

Employees will record punches to start their shift, end their shift and start and end meals. Punches should be recorded using the finger scanner however if an employee isn't enrolled at the terminal, they can still tap their badge against the proximity reader.

- 1 Press your finger on the finger scanner (Go to step 3).



- 3 Review the terminal screen to confirm the in or out punch was successful.



If you aren't enrolled at the terminal go to step 2.

- 2 Tap your employee badge against the proximity reader.



**Note:** A return punch from a meal **MUST BE 40** minutes after clocking out for the meal. A return punch from a meal that is less than 40 minutes from the out punch will not be accepted at the terminal.



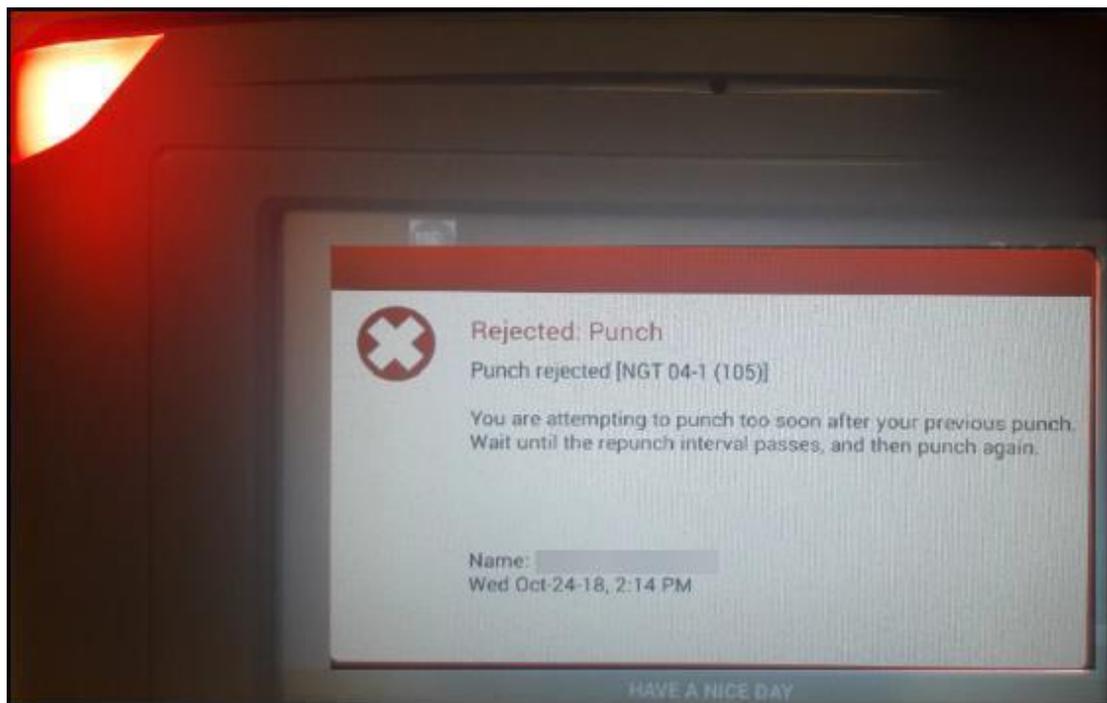
## Common Error

The terminal will not record a punch for an employee if that punch is less than 40 after the most recent punch recorded. If an employee attempts to record a punch less than 40 minutes after the previous punch, the following screen will display:

### Retail Restrict Punch Interval (i.e. 40min)

- To record any punch an employee must wait 40 minutes after the previous punch
- To record a transfer punch, an employee must wait 40 minutes after the previous Transfer punch
- To record a punch, an employee must wait 40 minutes after the previous Transfer punch

**NOTE:** If an employee is asked by a manager to return from their meal before 40 minutes is up, **THE MANAGER MUST RECORD THAT PUNCH IN Mctime.**



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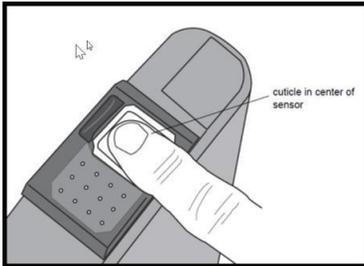
## Employee Functions - Recording a Job Transfer

The Labor Transfers soft key is used to record when you work a different job.

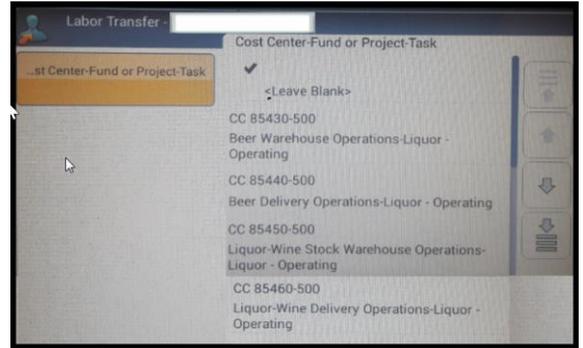
- 1 Touch the **Labor Transfers** soft key.



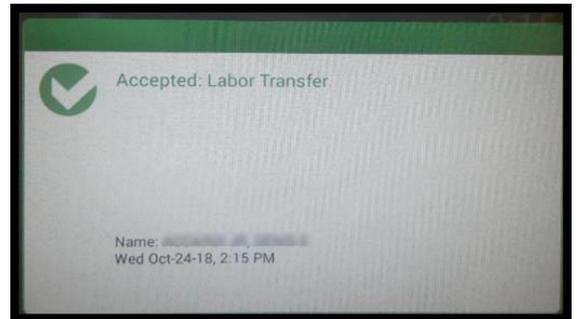
- 2 Press your finger on the finger scanner (Go to step 4).



- 4 Scroll down the list and click on the appropriate cost center.



- 5 Review the terminal screen to confirm the transfer has been accepted.



*If you aren't enrolled at the terminal go to step 3.*

- 3 Tap your employee badge against the proximity reader.



## Employee Functions - Punch Status

The Punch Status function shows employees and managers their most recent punch. This function should be used if you are unsure whether your last punch was recorded successfully. The Punch Status feature ONLY shows the most recently recorded punch and the amount of time since that punch was recorded. The Punch Status feature ONLY shows punches recorded in the last 12 hours.

- 1 Touch the **Punch Status** soft key.

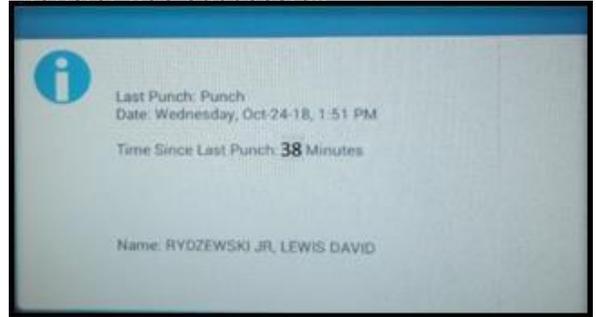


- 2 Press your finger on the finger scanner.

OR

Tap your employee badge against the proximity reader.

- 3 Review the terminal screen to confirm the transfer was successful.



## Employee Functions - Review Punches

The Review Punches function shows employees and managers all their successfully recorded punch activity over the last 12 hours.

- 1 Touch the **Review Punches** soft key.

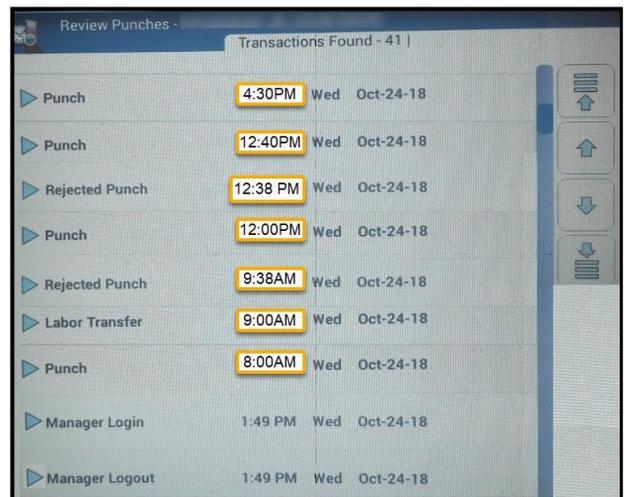


- 2 Press your finger on the finger scanner.

OR

Tap your employee badge against the proximity reader.

- 3 Review the terminal screen to confirm your punches.



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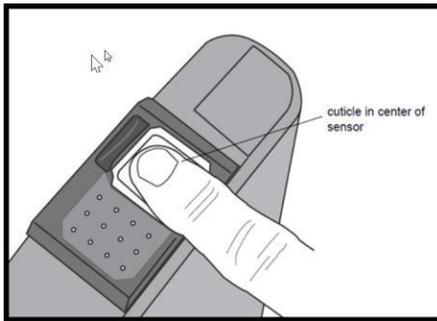
## Employee Functions – Timecard Approval

The Timecard Approval function allows employees to review and approve their timecards in preparation for payroll processing.

1 Touch the **Approve Timecard** soft key.



2 Press your finger on the finger scanner (Go to step 4).

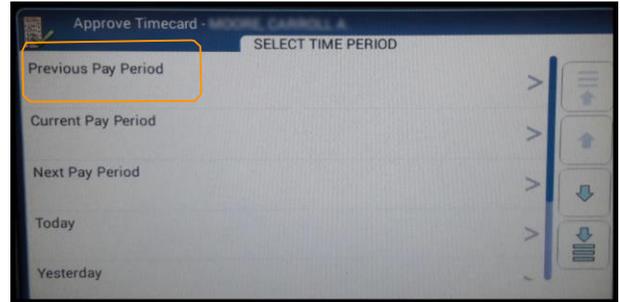


*If you aren't enrolled at the terminal go to step 3:*

3 Tap your employee badge against the proximity reader.



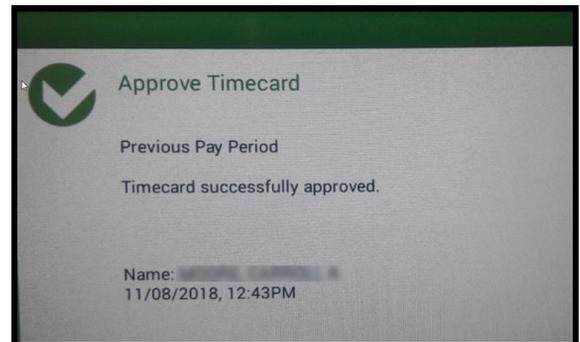
4 Select **Previous Pay Period** from the Time Period field.



5 Click the **Approve** button.



6 Confirm the timecard approval is successful.



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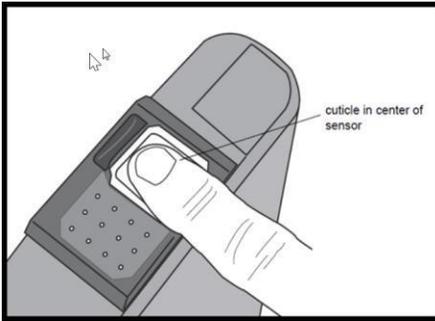
## Employee Functions – Removing Timecard Approval

If an employee approved their time in error, they can remove that timecard approval at the terminal.

- 1** Touch the **Approve Timecard** soft key.



- 2** Press your finger on the finger scanner. (Go to step 4).

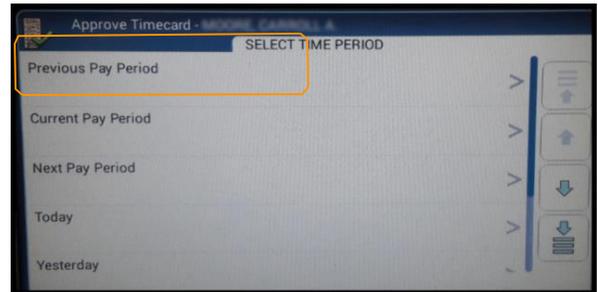


*If you aren't enrolled at the terminal, go to step 3.*

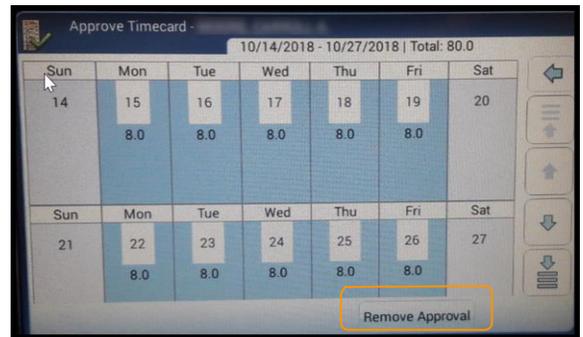
- 3** Tap your employee badge against the proximity reader.



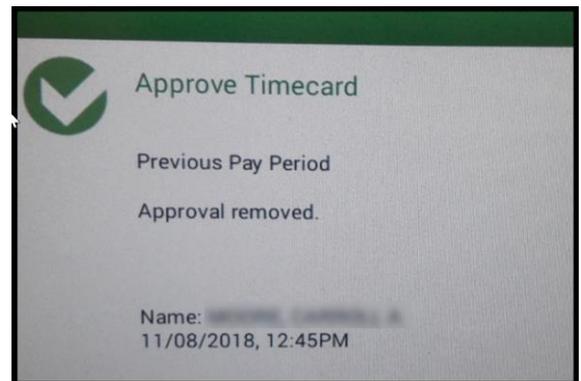
- 4** Select **Previous Pay Period** from the Time Period field.



- 5** Click the **Remove Approval** button.



- 6** Confirm the timecard approval has been removed successfully.



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## InTouch Clocks Network Disconnection

The terminal will display a GLOBE with a circle and line through it indicating network connectivity has been lost. Even if network connectivity has been lost, **THE TERMINAL WILL CONTINUE TO ACCEPT PUNCHES AND RECORD TRANSACTIONS.**

**NOTE:** Please inform DLC IT Team if such issue occurs.

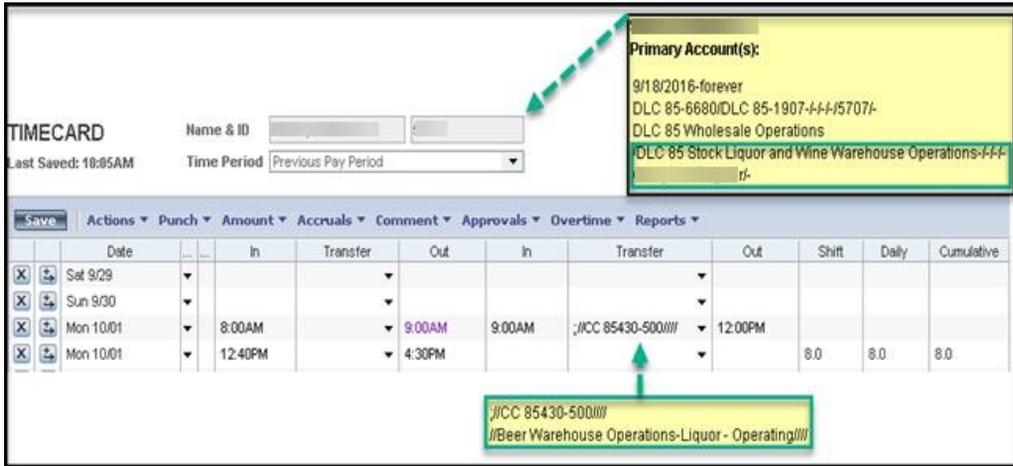


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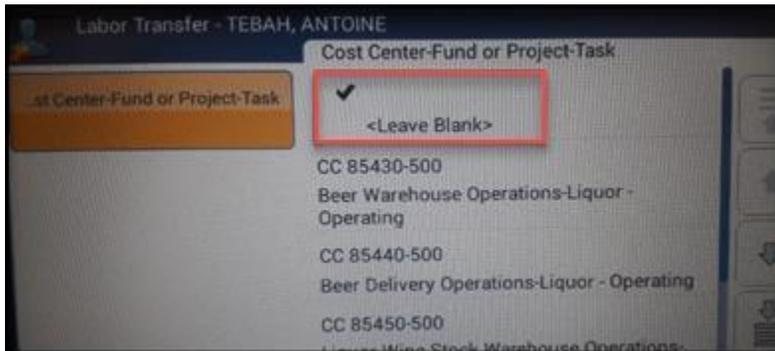
## Best Practices

- To record a transfer punch, tap **Soft Key: Labor Transfers**.

Example Punch In-8:00AM, Transfer Punch-9:00AM, Punch Out-9:00AM is automatically applied.



- Warehouse employees must select from the seven cost centers listed. **A COST CENTER MUST BE SELECTED TO CORRECTLY RECORD THE TRANSFER.**



- During initial finger enrolment, verify the terminal displays the **CORRECT, FULL NAME** when tapping the badge against the proximity reader. If the terminal displays incorrect information, stop the enrolment process and contact the DLC IT Team.



## Note

- **Employees do not have access to edit punches**, however all the necessary corrections can be entered by a supervisor.
- Every terminal user **must to use the same clock** to record transactions **EXCEPT** for Retail employee if they are moving from one store to another store.
- **Every terminal user must punch out when they leave the DLC premises.**
- If an employee is using the terminal for the first time and their finger is not enrolled in the system, the employee can perform all transactions by tapping the badge against the proximity reader.
- Once a finger is enrolled in the system, **all transactions must be initiated through a finger scan.**
- **Each time an employee receives a new badge**, the information needs to be shared with DLC IT Team.
- If a Retail Employee needs to punch in at the Warehouse, or a Warehouse Employee needs to punch in at a Retail store, the employee's finger will not be recognized. The Employee will need to use their badge. When using the badge, the Employee name will not display on the timeclock, the BADGE number of the Employee will display. This is not an issue – just the design of the system. The punch information will be displayed in Mctime.



## Questions

### Questions related to the:

Timeclock Program should be directed to:

*OHR Labor & Employee Relations Team.*

Functional Questions should be directed to:

*DLC RetailAdmin Team*

*#DLC.RetailAdmin*

[#DLC.RetailAdmin@montgomerycountymd.gov](mailto:#DLC.RetailAdmin@montgomerycountymd.gov)

Technical Questions should be directed to:

*DLC IT Team.*

*#DLC.IFS*

[#DLC.IFS@montgomerycountymd.gov](mailto:#DLC.IFS@montgomerycountymd.gov)

For any further assistance, please contact:

*MCtime Team*

[MCtime@montgomerycountymd.gov](mailto:MCtime@montgomerycountymd.gov)

